

University of Houston-Clear Lake

Running a Single Transcript

Office of Academic Records

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Process: This document outlines the process to run a single transcript request.









Process Navigation: Records and Enrollment, Transcripts, Transcript Request

1. Click the Add a New Value link.


Transcript Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Report Request Nbr:	begins with	<input type="text"/>
ID:	begins with	<input type="text"/> 
Academic Institution:	begins with	<input type="text"/> 
Transcript Type:	begins with	<input type="text"/> 
User ID:	begins with	<input type="text"/>
Request Date:	=	<input type="text"/> 
Future Release:	=	<input type="text"/> 
Term:	begins with	<input type="text"/> 
Requested Print Date:	=	<input type="text"/> 
First Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Request Reason:	=	<input type="text"/> 

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. Select Transcript Type.

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Request Header | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

Report Request Nbr: 000000000 **Request Date:** 01/25/2008 **User ID:** 0001841

***Institution:** 00759 ▼ UH-Clear Lake
***Transcript Type:** UOFCL ▼ Unofficial Transcript
 Freeze Record
 Override Service Indicator

***Output Destination:** Page ▼
Number of Copies: 1
Future Release: Immediate Processing ▼
Academic Career:
Term:
Print Date: 01/25/2008
Request Reason: ▼
 Cancel Request

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

- Click on the Request Detail tab and enter the students ID number. Then, click the Process Request button.

[Request Header](#) | **Request Detail** | [Report Results](#) | [Report Errors](#)

Report Request Nbr: 000000000 On Request
Transcript Type: UOFCL Unofficial Transcript
[Report Manager](#)

Find | View All First ◀ 1 of 1 ▶ Last

*Seq Nbr	*ID	
1	0003569	Joe Test

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

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4. **Results:** The Report Results page will appear.

The screenshot shows a web application interface with a navigation bar at the top containing four tabs: "Request Header", "Request Detail", "Report Results" (which is active), and "Report Errors". To the right of the tabs is a search bar with "Find | View All" and a page indicator "1 of 1". Below the navigation bar, the main content area displays the following information:

Seq Nbr:	1	Print
ID:	0003569	Joe Test Report Manager

Unofficial Transcript

University of Houston-Clear Lake

2700 Bay Area Boulevard

Houston, TX 77058

United States

Name : Joe Test

Student ID: 0003569

Birthdate : 1911-01-01

2700 Bay Area Blvd

Houston, TX 77058-1002

United States

Print Date : 2008-01-25

5. Click the Print button. The report will print directly to your printer.